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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Transportation Section

DATE: 1 May 1947 ✓

STATINTL FROM : Chief, []

SUBJECT: Draft of Procedure for CIG Administrative Manual

25X1A Attached hereto is the original and one copy of a redraft of the procedure material which you recently forwarded to this office. As you will note we have inserted certain material which was not included in your draft. The material inserted includes "Temporary Duty in the U.S." paragraph [] and "Information for the Traveler" paragraph [], and certain information under "Motor Transportation" paragraph [].

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Will you please review the attached redraft, make such further development or correction thereof as you think necessary and return the corrected draft to this office.

[]

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Chief, []

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cc Mr. []

~~Document No. 60~~~~NO CHANGE in Class. ☒~~~~☐ DECLASSIFIED~~~~Class. CHANGED~~~~TS~~~~S~~~~C~~~~DDA Memo, 4 Apr 47~~~~Auth: DDA REG. 77/176~~~~DDA: 0.5 APR 1978 By: []~~

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TRANSPORTATION

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☐. GENERAL1. Functionsa. The ☐ Services Division, is responsible for:

(1) arranging all transportation for CIG civilian and military personnel, including movement of immediate families and household effects where permanent change of station is involved, procuring hotel, air and rail reservations, arranging travel itineraries, issuing Transportation Requests; securing, for overseas travel, necessary theater clearances, passports and visas, necessary air priorities for traveler and any excess baggage, reservations of space, and briefing of traveler.


(3) providing motor transportation for civilian and military personnel on official business in and around the District of Columbia; maintaining a garage for repair, storage and assignment of all vehicles in the Motor Pool.

2. Forms

a. Necessary clearance and approval in connection with transportation of employees, their immediate families, household goods and personal effects, is accomplished by use of the following forms:

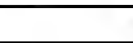
(1) Form No. 36-23, Request for Overseas Transportation, is initiated by sponsoring Office or Staff Section in connection with overseas travel of employee; it is used to secure all required clearances and is the basis on which ☐ obtains transportation for employee.





(2) Form No. 34-5. Travel Request, is initiated by sponsoring Office or Staff Section to request domestic travel for an employee and is the basis on which  executes a Travel Order.

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(3) Form No. 34-4. Travel Order, is executed by 

 and is the authority on which employee may claim reimbursement for expenses incurred in connection with his transportation.

(4) Form No. 36-27. Request for Movement of Family and/or Household Effects, is initiated by the employee. A copy is retained by the Transportation Clearance Officer of the sponsoring Office or Staff Section to be used as a basis for requesting the  (in the case of overseas transfer) to ship the employee's household goods. The original and one copy are forwarded to 

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(5) Transfer Letter Authorizing Permanent Change of Official Station is executed by the Chief, Personnel Division and establishes the fact that the transfer is to the interest of the government, and constitutes the basic authority for the agency for the transport of the employee, his immediate family and household goods and effects. The form must be executed prior to the date actual transportation begins and must contain all basic authorizations to be granted inasmuch as subsequent amendments cannot be made for the purpose of *granting* additional authority.



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(7) Form No. 36-4. Request for Overseas Shipment of Cargo, is initiated by the Transportation Clearance Officer of the Office or Staff Section concerned and is forwarded to at the time the cargo is to be moved; it serves as authority to proceed with the movement of the employee's household goods or personal effects. STATINTL

(8) Form No. 36-5. Request for Pick-Up and Delivery, is initiated by the Transportation Clearance Officer and forwarded to at the time the cargo is to be moved to furnish specific information as to location at which the pick-up of the household goods and personal effects should be made. STATINTL

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OVERSEAS TRANSPORTATION OF EMPLOYEES1. Action by Requesting Officea. Initiation

Requests for overseas movement of personnel will be initiated in duplicate by the sponsoring Office or Staff Section on Form No. 36-23, Request for Overseas Transportation, in accordance with instructions on the reverse thereof, and forwarded to the official designated as the Transportation Clearance Officer for the Office or Staff Section concerned.

b. Clearance

The Transportation Clearance Officer will arrange for completion by the "availability date" indicated on the form of necessary Security, Assessment and Personnel clearances, physical examination, immunization, training and indoctrination of employee. He will then sign Form 36-23 and forward it in duplicate to the Office or Staff Section official authorized to approve Requests for Overseas Transportation.

c. Approval

The Assistant Director of the Office, or his official designee, shall be the Approving Official. Upon his approval of Form 36-23, Section A thereof will be detached and returned for filing by the Transportation Clearance

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Officer. Sections B and C will be forwarded in duplicate to the ☐

☐ If the Request is disapproved, the entire form will be returned to the originator.

2. Action by ☐a. Preliminary Interview

Upon receipt of Form No. 36-23, ☐ will arrange with the prospective traveler a preliminary interview based on a standard check list covering all steps incident to the travel, i.e., financial arrangements, indoctrination, physical examination, immunization, necessary clothing and equipment, conditions to be encountered en route and at destination, etc. Items to be accomplished will be indicated on the check list, a copy of which will be forwarded to the Transportation Clearance Officer of the sponsoring Office or Staff Section for fulfillment.

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b. Travel Order

Travel Order, Form No. 34-4, will be prepared by ☐ in an original and five copies, including appropriation, allotment information, and total estimated cost. The original and four copies, one of which shall be a certified true copy, will be transmitted to ☐ Finance Division for encumbrance. The original and one copy, the latter bearing evidence of encumbrance, will be returned to ☐ at which time the official authorized to approve the Travel Order will sign the original. This original copy of Form No. 34-4 will be given to the employee for use as a supporting paper in claiming reimbursement of expenses incurred in travel in accordance with

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c. Clearance Certificate

STATINTL The [] will arrange for passports, visas, identification cards, Theater Commanders' approval, air priorities, reservations and Transportation Requests, and will ascertain from the Transportation Clearance Officer that immunizations, clearances and other items on the check list have been accomplished and that the traveler is available for departure as scheduled. Section C of Form No. 36-23 will be detached and forwarded to the initiating officer as notification of approximate date of departure. [] then issues a Clearance Certificate authorizing the traveler to proceed to Port of Embarkation, arranges transportation and escort thereto and informs traveler as to time and point of departure.

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d. Notification of Departure

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STATINTL (1) After departure of employee from headquarters, []

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STATINTL [] will notify the sponsoring Office or Staff Section and the [] Finance Division, of the date of such departure and the date and time employee is required to report to the Port of Embarkation.

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(2) After departure of employee from that Port, []

25X1 [] will notify the sponsoring Office, the [] and the appropriate Theater Commander.

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e. Confirmation of Arrival

STATINTL Upon arrival of employee at his destination, the Theater Commander will notify the [] which will inform the sponsoring Office and STATINTL the []

f. Returnees

STAT [] will provide an escort to meet returnees at the Port of Debarkation and will arrange transportation from the Port to headquarters.





3. Temporary Duty in the United States

a. Justification

(1) Temporary duty in the United States for an employee stationed overseas must be preponderantly in the interest of the Government, and the period of duty must exceed any leave which may be granted the employee.


(2) Care must be exercised by Requesting Office in the selection of employee for temporary duty since the official capacity of that employee will have a bearing on the allowability of expenses incident to such duty; e.g., justification of temporary duty for a clerk-stenographer would be difficult.

b. Approval

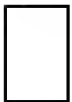
(1) Advance approval of temporary duty must be obtained from the Director, CIG, by the Requesting Office or Staff Section. Upon such approval, Requesting Office will forward Form No. 34-5, Travel Request, to   for execution of Travel Order.

c. Leave

(1) Where temporary duty is incident to leave in the United States, employee will receive only per diem allowance for his actual duty period.

(2) Offices or Staff Sections desiring service of an employee on leave in the United States must obtain advance approval from the Director, CIG, and, in submitting Form 34-5 to  must specify full particulars and request authorization of only per diem and such other expenses occasioned while actually on duty.

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☐ DOMESTIC TRANSPORTATION OF EMPLOYEES

1. Requesting Office will

prepare Travel Request, Form No. 34-5, in duplicate, have it approved by the proper Approving Official, and forward it to the ☐ at least forty-eight hours prior to the time travel is to begin. To amend a previously issued Travel Order, the requesting office will submit a new Form No. 34-5 in the same manner.

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2. ☐ will

prepare a Travel Order, Form No. 34-4, obtain the necessary encumbrance from ☐ and provide the traveler with the original copy for use as a supporting paper when claim is submitted for reimbursement of expenses incident to his travel in accordance with CIG Instruction ☐ _____.

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☐ INFORMATION FOR TRAVELER

1. Rules and Regulations

a. Basic information relating to travel is contained in the Standardized Government Travel Regulations, as amended, and Bureau of the Budget Circular A-7, Revised. Information covered by these basic instructions is not reproduced in this Manual. The following paragraphs set forth administrative policies and other such data incident to travel.

2. Per Diem

a. Per Diem in lieu of subsistence is allowed as authorized by the Travel Order, Form 34-4. Maximum rates are \$6.00 per day for travel within the continental United States and the rates prescribed in Budget Circular A-7 for travel outside the United States. The calendar day will be the unit used in computing the per diem allowance for continuous travel of more than 24 hours. For fractional parts of a day at the commencement or ending of such continuous travel, one-fourth of the rate for a calendar day will be allowed for each period

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of six hours or fraction thereof. No per diem will be allowed when departure from official station is after 8:00 A.M. and return on the same day prior to 6:00 P.M., or for any absence not exceeding three hours. The following charges will be paid by the traveler from his per diem allowance: meals, lodgings, baths, laundry, fans and fires in rooms, personal use of room during daytime, telegrams and telephone calls reserving hotel accommodations, fees and tips, cleaning and pressing of clothing, transportation between places of lodging or where meals are taken and places of duty.

3. Leave While in Travel Status

a. If leave of absence of any kind begins or terminates within traveler's prescribed hours of duty, per diem allowance will terminate or begin at the same time; otherwise traveler will be regarded as being in subsistence status until midnight of the last day on which actual service is rendered preceeding the leave of absence and from 12:01 A.M. of the day on which actual service is resumed. Leave of absence wholly within a day for half or less of the prescribed working hours will be disregarded for subsistence purposes; where it exceeds half of the prescribed working hours, no subsistence will be allowed *for that day*.

b. The effect of sick and/or annual leave upon the continuity of traveler's domicile at temporary post of duty shall be administratively determined upon the circumstances surrounding the leave, and final authority for such determination will rest with the Certifying Officer, who approves the STATINTL account for payment.

4. Advance of Funds

a. Where necessary to defray costs of contemplated travel, an application for advance of funds may be made, in accordance with instructions contained in CIG Instruction , by the traveler upon execution of a Bond of Indemnity.

Cost of the premium for such bond is borne by the traveler.

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4. Responsibility of the Traveler

a. The traveler will:

(1) examine his travel order to determine that it specifies all requirements, including mode of transportation, period covered, places to be visited, any special authorizations, per diem or other allowances. If the Order does not provide adequate coverage, an amendment should be requested through proper channels prior to departure.

(2) maintain accurate records of time of departure from and arrival at destinations, official expenditures including copies of telegrams and any paid receipts.

(3) ascertain if through, excursion, or reduced rate round trip tickets can be obtained. The fact that the existence of such rates may not have been known to the traveler does not relieve him of responsibility of obtaining lowest rates. When traveling by common carrier, Government Transportation Requests furnished by must be used.

(4) submit Public Voucher for Reimbursement of Travel and Other Expenses including Per Diem, Standard Form 1012, in accordance with instructions shown in CIG Instruction . Any unused portion of tickets must be attached to the Reimbursement Voucher.

(5) exercise utmost care in handling unexecuted Transportation Requests since the value of lost or stolen Requests may be charged to the employee. In the event of loss or theft, traveler must report the number(s) of the Request, where appropriate the number of the book in which it was contained, and an explanation of the facts surrounding the loss or theft to which will forward the information to for report to General Accounting Office. If such Requests subsequently are located, they must be forwarded immediately to for cancellation. Requests forwarded through the mails must be registered.

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☐ PERMANENT CHANGE OF STATION

1. Requesting Office will initiate Form No. 37-3, Personnel Action Request, in conjunction with appropriate request for transportation, obtain clearance by Approving Official of that office, and forward the Form to Personnel Division.

2. Transportation Office will route a copy of Section B, Form 36-23, or Form No. 34-5 to the Chief, Personnel Division, with a request that a "Transfer Letter Authorizing Permanent Change of Station" be prepared.

3. Personnel Division will prepare the Transfer Letter authorizing transportation of employee, his immediate family, his household goods and personal effects, unless specific request is made that some of these items shall not be authorized; retain one copy of the transfer letter, forward the original to the employee, forward two copies to ☐ Finance Division, and two copies to ☐ STATINTL to ☐

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25X1A☐ TRANSPORTATION OF FAMILIES AND/OR HOUSEHOLD GOODS AND PERSONAL EFFECTS

1. Limitations

The provisions and limitations of Public Law 600 and Executive Order 9805 shall be the basic authority for the movement of families and household goods and personal effects:

a. Transportation of the employee, his immediate family, and his household goods and effects must be authorized by the head of the agency or his designee in a transfer order which specifically states that the transfer is not for the primary benefit or convenience of the employee or at his request (Section 4, EO 9805).

b. The government will pay the transportation cost of the employee's "immediate family" only. "Immediate family" includes wife, children under 21 years of age and dependent parents. In-laws are not considered as part of the immediate family (Section 4, EO 9805).

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c. Transportation of the immediate family of the employee shall be subject to the provisions of the Standardized Travel Regulations which relate to transportation (Section 3, EO 9805).

d. Household goods and personal effects shall not include wines, liquors, animals or birds not necessary in the performance of official duties, or automobiles (Section 7, EO 9805).

e. The maximum weight allowance for the transportation of household goods and effects is 7,000 pounds net for employees with families and 2,500 pounds net for employees without families (Section 17, EO 9805).

f. All transportation allowed in connection with the change of official station of an employee shall begin within two years from the effective date of the transfer, except that the time limit of two years shall be exclusive of time spent in military service and the time during which shipping restrictions make travel and transportation impossible (Section 5, EO 9805).

g. Temporary storage of authorized weight of household effects must not exceed sixty days (Section 20, EO 9805).

h. Valuation of property as declared for shipping purposes must not exceed that at which the lowest freight rates will apply. If employee desires higher valuation he must assume charges incurred in excess of the charges at lowest rate (Section 24, EO 9805).

i. The cost to the government for transporting the employee, his immediate family, and his household goods and effects must not exceed the cost by the most economical route between the last official station and the new official station, except that for a new appointee to an overseas post, his immediate family and his household goods and effects may be transported at government expense from his place of actual residence at time of appointment to place of employment outside continental United States in accordance with Public Law 600, provided that such



expense shall not be allowed new appointees unless and until the person selected for appointment shall agree in writing to remain in the Government Service for a specified time following his appointment, unless separated for reasons beyond his control.

j. For overseas transfers, the actual costs of packing, crating, drayage, unpacking and uncrating (not to exceed authorized weight) will be allowed (Section 17, EO 9805).

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2. Action by Requesting Office

a. The Transportation Clearance Officer will:

(1) have the employee execute Form No. 36-27, Request for Movement of Family and/or Household Effects, in an original and two copies prior to releasing the Requests for Transportation or Travel.

(2) review the information furnished on Form 36-27 to determine that the request is properly allowable in accordance with agency policy and regulation.

(3) list on the reverse of Form 36-27 any conditions incident to the request. In many cases the movement of the employee's family and/or household goods and personal effects will be conditional upon the fulfillment of certain obligations, such as the procurement of adequate housing, the approval of the



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Chief of Mission after the employee has served a probationary or trial period, etc. It is the responsibility of the Clearance Officer to note on the reverse of Form 36-27 that the [redacted] should ascertain from that Officer that all such obligations have been met before proceeding with the movement of the family and/or household goods and effects.

(4) send the employee to the [redacted] for advice STATINTL concerning what costs the government will pay and what responsibilities the government will assume in connection with the movement of his family and/or household goods and effects.

(5) forward Form 36-27 to the [redacted] STATINTL

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3. Action by [redacted]

a. It is the responsibility of the [redacted] to STATINTL establish appropriate pending files and maintain a follow-up until the movement of the household goods and/or family is completed.

b. In the case of movement overseas. [redacted] will: 25X1

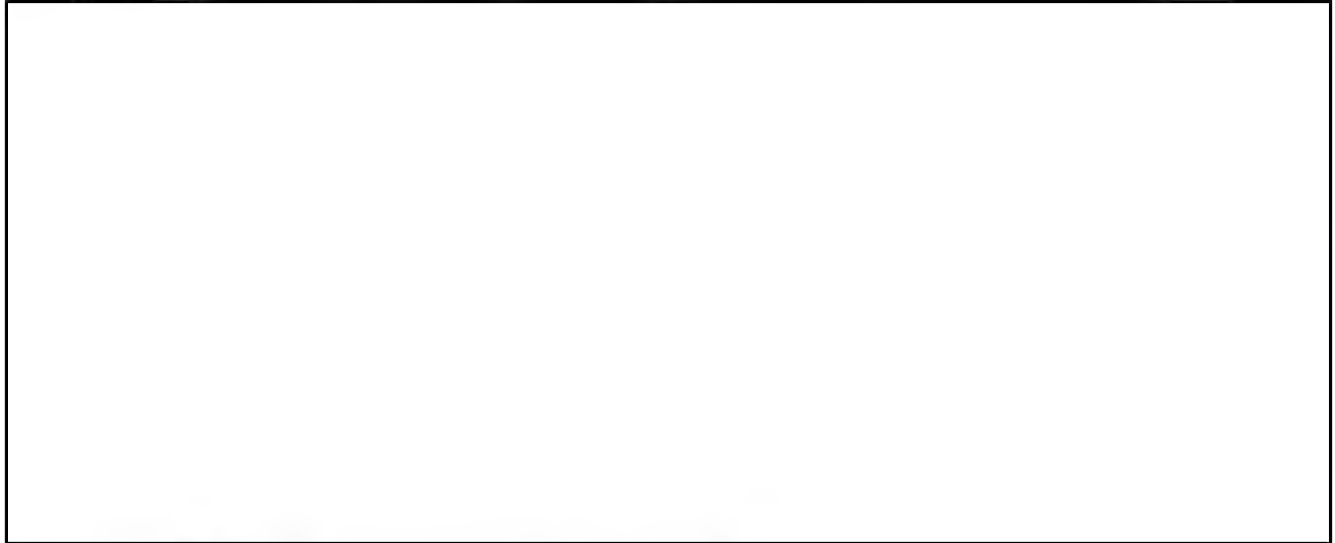
(1) upon receipt of Form 36-27, obtain from the Clearance Officer of the Requesting Office Form No. 36-4, Request for Overseas Shipment of Cargo, in duplicate; Form No. 36-5, Request for Pick-up and Delivery, in triplicate; memorandum requesting arrangements be made for the movement of the employee's immediate family.

(2) arrange for the crating, pick-up and transportation of the effects in accordance with established authorization.

(3) contact the members of the employee's immediate family and arrange for passports, immunizations and medical examinations, and obtain the necessary transportation in accordance with established authorizations.



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25X1 ☐ TRANSPORTATION OF SUPPLIES AND EQUIPMENT1. Pick-Up

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a. The ☐ Services Division, will fill out Form No.

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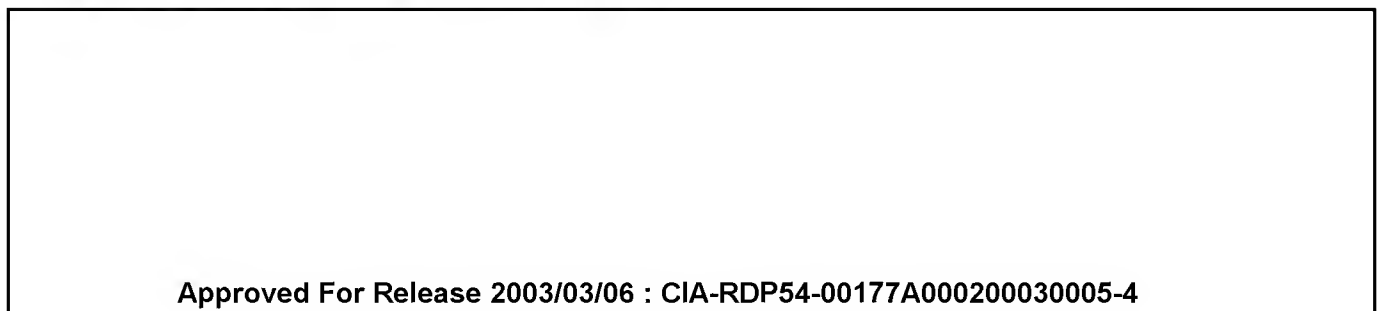
36-4, Request for Overseas Shipment of Cargo, indicating type of funds chargeable, STATINTL
attach one copy of requisition of material to be shipped, and forward to ☐



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b. Where possible CIG warehouse facilities will be used to collect,
pack and crate the property for shipment. ☐ will forward a shipping STATINTL
document together with a copy of Form 36-5, Request for Pick-Up and Delivery, to
Storage and Issue. Upon receipt of the property, Storage and Issue will forward
a notice of delivery to the ☐ and, after packing and crating, will issue
an accomplished document notifying ☐ that the property, detailed as STATINTL
weight and cube, is ready for shipment.

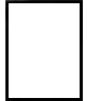
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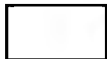
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MOTOR TRANSPORTATION

1. Existing Facilities

a. A limited number of passenger cars and trucks, garaged at and operated from the Motor Pool, are maintained by  for STATINTL official use of CIG officers and employees.



2. Limitations on Use

a. Public Law 600, 79th Congress, provides that:

"...Unless otherwise specifically provided, no appropriation available for any department shall be expended...for the maintenance, operation and repair of any Government-owned passenger motor vehicle or aircraft not used exclusively for official purposes; and "official purposes" shall not include the transportation of officers and employees between their domiciles and places of employment.... Any officer or employee of the Government who wilfully uses or authorizes the use of any Government-owned passenger motor vehicle or aircraft, or of any passenger motor vehicle or aircraft leased by the Government, for other than official purposes or otherwise violates the provisions of this paragraph shall be suspended from duty by the head of the department concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant...."

b. In view of the foregoing statute the following rules apply:

(1) Trips are not authorized to or from the passenger's home or place where meals are taken.

(2) Chauffeurs are forbidden to deviate from the most direct route to the destination set forth in the Dispatch Slip unless previous approval is obtained from the Dispatcher.

(3) The requirements of operating rules posted on a placard in official cars must govern both chauffeur and passenger.

3. Operation of Motor Pool

a. Requests for automobile transportation will be made by telephone call to the Dispatcher, Motor Pool, [] Name of the passenger, time and place of departure and the destination will be given, and passenger will be required to report promptly to the point of departure. Care will be exercised to avoid reserving automobiles for tentative trips, and the Dispatcher will be notified promptly when scheduled trips are canceled.

b. Passenger will be required to sign CIG Form No. _____ certifying the use of the automobile for necessary official business.

c. Service will be restricted to a minimum of four blocks. Chauffeurs will not be permitted to wait for passenger more than fifteen minutes unless specific advance arrangements are made with the Dispatcher.

d. Whenever possible, "pooling" will be arranged by the Dispatcher to reduce the number of trips to a minimum.

4. Accidents

a. As prescribed in Budget Circular No. A-25, copy of Standard Form No. 26, Driver's Report - Accident, Motor Transportation, will be carried in each CIG vehicle. In case of accident, the driver will submit a report on Form No. 26, if possible completing the form at the scene of the accident, showing all evidence relating to it including names and addresses of witnesses. If circumstances permit, the driver will notify the Chief, [] in time for him to appoint and dispatch an Investigating Officer to the scene prior to removal of evidence. In such case, the driver may submit Form No. 26 directly to the Investigating Officer.

b. The Investigating Officer appointed by the Chief, [] upon notification of accident, will make a complete and unbiased investigation, report his findings on Standard Form No. 27, Investigating Officer's



Report - Accident, Motor Transportation, and attach all necessary data as part of the report. The facts will be fully and impartially reported without expression of opinion as to cause of or responsibility for the accident. The Investigating Officer will have no responsibility in determining final disposition of the case and will avoid all statements relative to the filing of claims against the Government or the manner of settlement.

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c. Upon completion of the investigation, the Chief,

will submit the completed Form No. 27 and all supporting data to the Chief, Services Division, for review and forwarding to General Counsel, CIG, for legal opinion and recommendation as to final disposition.

5. Repair Service

a. It is the responsibility of the to maintain storage facilities and repair service for official vehicles of CIG.

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6. Records

a. The is responsible for establishing and maintaining adequate records covering the dispatch and service of all automotive equipment of CIG.

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